

### EXAMPLE: REPORTING ACTIVE COUNSELORS

Unduplicated Active Counselor Count for Reporting Period Jan-Mar

#### **Total 10 Registered Counselors at HICAP Site**

(Bob, Steve, Lucy, Dan, Chris, John, Jill, Jack, Mary, Susan)

#### **Total 7 Active Counselors during Reporting Period**

Counselors active during reporting period

<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>W R O N G</b>
Bob Steve Lucy Dan	Bob Steve Lucy  Chris (education)	Bob  Lucy  John Jill	
4 Counselors	4 Counselors	4 Counselors	
<b>Grand Total Active Counselors during reporting period:</b>			<b>12</b>

This appears like there were 12 total active counselors for the reporting period. (4 counselors were reported for each month.)

Actually, for an accurate count of Active Counselors for a reporting period, Counselor counts should be unduplicated.

<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>R I G H T</b>
Bob Steve Lucy Dan	Bob Steve Lucy  Chris (education)	Bob  Lucy  John Jill	
4 Counselors	1 Counselors	2 Counselors	
<b>Grand Total Active Counselors during reporting period:</b>			<b>7</b>

Count each active Counselor only once. Since Bob, Steve and Lucy were already counted in the beginning of the reporting period, there was no need to count them again throughout the reporting period. Since Jack, Mary, and Susan were not active they were not included at all for the reporting period. Also, Chris performed counseling activity via education. Therefore, his hours are not included in the total counseling hours for the reporting period. The hours Chris worked will be included in Section III.

**\* ONLY Counseling Hours are totaled for the reporting period for Section II.**